



A Clerk-Treasurer's Guide to Gateway

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Gateway Public Access Site

- Major goal of Gateway is improving transparency and educating taxpayers.
- Public access website helps to make local government finance more accessible and understandable.
- Non-school budgets and annual reports currently available.
- Debt information, school budgets and actual expenditures available this summer and fall.



Gateway Public Access Site

The screenshot shows the Gateway Public Access Site interface. At the top left is the Seal of the State of Indiana. The main header features the 'Gateway' logo for government units and the tagline 'An Information for Indiana Data Site' with a map of Indiana icon. A navigation bar includes links for Home, Report Builder, Download Data, Help, and Local Officials: Login Here. The main content area is divided into three sections: 1. 'Where do my tax dollars go?' with a search box and a 'go' button, and a graphic with text: 'Type in your street and city', 'Spot location on map', 'List of your taxing units', and 'Links to more data'. 2. 'Explore my government's finances' with a description of the data available and three links: 'Browse unit reports', 'Download data', and 'Learn more about the budget process'. 3. A yellow callout box stating 'Annual financial reports are now available!' and '2012 Budgeted Expenditures \$8,615,558,270 (96.2% of units reporting)'. The footer contains navigation links and a paragraph about the site's development by Indiana University's Indiana Business Research Center, along with the 'POWERED BY Information for Indiana' logo.

Visit gateway.ifionline.org to build reports and download data.



Gateway Budget Forms and Debt

- **Budget Forms**

- Design upgrades and policy changes for 2013
- Two new forms in Gateway, two more on the way

- **Debt Management**

- Statutory deadline of March 1 has passed
- Still working with units to submit/correct debt reports
- New debts should be reported as they occur



Gateway – Budget Forms

- **2013 Budget Forms launched April 2**
 - Users can log in to both Live and Demo sites and begin prepping their units
 - Upload capability will launch in mid May
 - Enhanced printing capability will arrive early June
 - Don't know your username or password? Send an email to gateway@dlgf.in.gov.



Gateway – Policy Changes

- **Form 144:** No longer in Gateway
 - Follow SBOA manual for salary ordinance forms and procedures
- **Form 3:** Submit at same time form is given to newspaper
 - Allows us to place this time-sensitive information on the Gateway public access site



Gateway – Policy Changes cont.

- **Revenue/Receipt Codes: New DLGF-SBOA List**
 - Consistent categorization and grouping as Annual Financial Report
 - Shorter, more manageable list
 - [Code list and crosswalk](#) available on website
- **Proof of Publication/Signed Form 4:**
Upload through Gateway required
 - Last year DLGF accepted through fax and mail too
 - Officials without scanners may turn to libraries for assistance



Gateway – Information Pop-Ups

- Throughout website, hover over the **blue “i” icons** to get more information about budget forms or website functionality.
- **Example on Form 4B:**

Funds Required For Expenses To December 31st Of Incoming Year	Published Amount
1. Total budget estimate for incoming year 	<input type="text"/>
2. Necessary expenditures, July 1 to December 31 of present year, less appropriation unexpended 	<input type="text"/>
3. Additional appropriation necessary to be made July 1 to December 31 of present year 	\$ <input type="text"/>
4. Outstanding temporary loans: a). To be paid not included in lines 2 or 3 	\$ <input type="text"/>

This is the total budget for the upcoming budget year. When using the "fill from other forms" button, the data are drawn from the Form 1.



Gateway – Customize Revenue

- Under “Customize Unit” select “Customize Revenue”
 - Set up revenue sources from drop-down menus
 - Link revenues to specific funds
 - Only revenues relevant to your unit type will appear as options

Add Revenue Code to Selected Category Tab

1. Select which type of Revenue Code to add to the selected category:

Standard Revenue Code Custom Revenue Code

2. Select Revenue Code from list:

R103 - County Economic Development Income Tax (CEDIT) ▼

3. Associate the selected Revenue Code with available funds:

Check/Uncheck All

0061 - RAINY DAY

0101 - GENERAL

0123 - 2006 REASSESSMENT

0124 - 2015 REASSESSMENT

0700 - HIGHWAY

Cancel Update Record



Gateway – Customize Revenue cont.

- **Once revenue is customized, Form 2 is ready for entry**
 - Revenue/receipt codes, names already populated
 - Only need to enter amounts
- **Getting Started:**
 - Any revenue included on Form 2 last year was rolled into “Customize Revenue” EXCEPT those with multiple replacement options on the new code list and those entered with missing or incorrect revenue codes
 - Units should review and refine pre-populated codes



Gateway – Fund/Dept. Selection

- In 2012, **Forms 1, 2, 4B** guided users through “selection screens” to pick funds and departments. **Form 4A** had users pick funds and departments from drop-down menus on the same screen.
- In 2013, **all forms** will use drop-down menus for fund and department selection.

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Approved by State Board of Accounts

Budget Form No. 1

BUDGET ESTIMATE FOR

Select Fund:

0702 - HIGHWAY

Select Department:

0530 HIGHWAY ADMINISTRATION
0530 HIGHWAY ADMINISTRATION
0531 MAINTENANCE & REPAIR
0533 GENERAL & UNDISTRIBUTED EXPENSE

Personal Services Supplies Services And Charges Capital Outlays



Gateway – Forms 1 and 2

- **Now use a common template**
 - Unit type/fund specific line items and categories removed from Form 1
 - Mostly affects townships, but also libraries
- **New look and feel**
 - Easier data entry
 - Resolves issues with Internet Explorer, time lags



Gateway – Forms 1 and 2 cont.

- **More convenient printing** (coming soon)
 - “Printer-friendly” versions like other 2012 forms
 - Will only print line items you enter – no blank spaces, fewer pages
 - Can be easily saved on a computer and emailed
- **Form 1 line item codes and descriptions** entered in 2012 have rolled to 2013.
- **Form 2 revenue/receipt codes and descriptions** have rolled to “Customize Revenue” in 2013.



Gateway – Form 1 Snapshot



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Select Unit > Unit Main Menu > Budget Form Menu > **Form 1**

Selected Year: 2013 | Selected Unit: Perry County - 0179 Tell City Public Library, Perry Co.

Full print version of Form 1 coming soon

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Budget Form No. 1

BUDGET ESTIMATE FOR

Select Fund:

Select Department:

Select Category Tab

		Personal Services	Supplies	Services And Charges	Capital Outlays		
Delete	Sub-Category	Line Item Code	Description	Published Amount		Adopted Amount	
✗	Salaries and Wages		Salary of Librarian	\$ 30,000	COPY	\$ 30,000	
+ ADD	Salaries And Wages	<input type="text"/>	<input type="text"/>	\$ <input type="text"/>		\$ <input type="text"/>	
TOTALS BY CATEGORY				Total: \$ 30,000		Total: \$ 30,000	
TOTALS BY FUND				Total: \$ 30,000		Total: \$ 30,000	
TOTALS BY UNIT				Total: \$ 30,000		Total: \$ 30,000	

Form values saved at 01:33 PM and 39 seconds.





Gateway – Form 2 Snapshot



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[Select Unit](#) > [Unit Main Menu](#) > [Budget Form Menu](#) > **Form 2**

Selected Year: 2013 | Selected Unit: Perry County - 0179 Tell City Public Library, Perry Co.

Full print version of Form 2 coming soon

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Budget Form No. 2

**ESTIMATE OF MISCELLANEOUS REVENUES
FROM SOURCES OTHER THAN GENERAL PROPERTY TAXES
FOR USE IN PREPARATION OF ESTIMATE OF FUNDS TO BE RAISED, YEAR 2013**

Select Fund:

Select Category Tab

		Taxes And Intergovernmental	Licenses And Permits	Charges For Services	Fines, Fees And Forfeitures	Utility Penalties	Other Receipts
Revenue Code	Description	July 1 to Dec 31, 2012		Jan 1 to Dec 31, 2013			
R123	County Adjusted Gross Income Tax (CAGIT) Property Tax Replacement Credit	\$ <input style="width: 50px;" type="text"/>			\$ <input style="width: 50px;" type="text"/>		
TOTALS BY CATEGORY		Total: \$ 0		Total: \$ 0			
TOTALS BY FUND		Total: \$ 0		Total: \$ 0			
TOTALS BY UNIT		Total: \$ 0		Total: \$ 0			
							



Gateway – Form 3 Upgrades

- **Current year levy** now pre-populated correctly for cross-county units
- “Fill” from other forms **optional**, user can now edit/type in values
- **Ability to specify an adopting body** different from the that of the unit (e.g. solid waste mgmt district adopted by county council)



Gateway – Form 4 Upgrades

- **Ability to directly enter the total budget, tax rate, and tax levy.** Option still exists to pull from other forms, but doesn't occur automatically.
- **User must enter total budget, tax rate, and levy before printing form.** Additional warnings added for invalid forms.

Input Paragraph Values

Total Budget		Current total budget from Form 4a: \$ 200,000
\$	<input type="text"/>	
Total Max. Levy		Current total levy from Form 4b: \$ 200,000
\$	<input type="text"/>	
Total Tax Rate		Current total tax rate from Form 4b: 0.0010
	<input type="text"/>	

[Click to fill or update values above from other form values at right.](#)

Date of Adoption

Name of Adopting Body
 

Select Type of Fiscal Body



Gateway – Signature Panel

- **Only one signature panel per set of forms.** Will not need to sign each fund and department specific form.
- **Automated PIN checking** – error will occur if user enters incorrect PIN
- **Date is automatically inserted** when user clicks “Sign and Date Form”

Form Signature

NAME	<input type="text" value="Colby Shank"/>
TITLE	<input type="text" value="Project Coordinator"/>
SIGNATURE/PIN	<input type="password" value="••••"/> ⓘ
DATE	<input type="text" value="05/02/2012"/>

Form signature values saved at 03:50 PM and 14 seconds.

I hereby acknowledge that the submission of this document through the Gateway password and PIN system constitutes an "electronic signature" as defined in IC 5-24-2-2. This submission is intended to, and hereby does, constitute authentication and approval of the submitted document as required by the Indiana Code. I understand that this electronic signature takes the place of my handwritten signature and accomplishes the same purposes as would my handwritten signature in the same circumstance. I further acknowledge that this electronic signature has the same force and effect as my handwritten signature and can and will be used for all lawful purposes. I affirm that I have the real and apparent authority to electronically sign and submit this document on behalf of the unit.



Gateway – Validation / “Ready to Submit”

- **“Ready to Submit” button is now a checkbox**
 - Must be checked before form submissions can occur
 - May not be checked before certain form requirements (i.e. validation) are met

 **Not Ready To Submit** 

You will be able to mark this form as 'Ready to Submit' once amounts have been entered in both 'Published' and 'Adopted' columns and the form has been signed with a valid four-digit PIN.

Ready to Submit 

This Form will still be editable after checking this box. The 'Ready to Submit' option allows a form to be set visibly complete throughout the application and to be officially submitted to DLGF from the Budget Form Menu. Only Submitting the form to DLGF from the Budget Form Menu will turn off the editing function of the form.

Ready to Submit 

This Form will still be editable after checking this box. The 'Ready to Submit' option allows a form to be set visibly complete throughout the application and to be officially submitted to DLGF from the Budget Form Menu. Only Submitting the form to DLGF from the Budget Form Menu will turn off the editing function of the form.



Gateway – Validation / “Ready to Submit” cont.

- **Validation varies from form to form**
 - At least one value entered and saved in each column (Form 1, 2, 4A)
 - Sum of lines 1-10 are non-zero in both columns for all non-home-ruled funds (Form 4B)
 - All paragraph values entered (Form 3) and at least one board member listed (Form 4)
 - All forms must be signed using a valid PIN and dated (except Form 4)
- If validation is met but “Ready to Submit” cannot be checked, **try refreshing the form**



Gateway – New Budget Forms

- **Current Year Financial Worksheet**
 - Formerly known as the Line 2 Worksheet
 - Data flows into Form 4B
- **Debt Worksheet**
 - Imports data from Gateway Debt Management
 - Debts need to be entered in Debt Management first
 - “Customize Debts” section appears under “Customize Units, links debts to debt service funds
- **Appeals and Additional Appropriations**
 - Currently in development
 - Expected to launch this summer



Gateway – Current Year Financial Worksheet

Prescribed by Department of Local Government Finance

CURRENT YEAR FINANCIAL WORKSHEET (Formerly Line 2 Worksheet)

Selected Year: 2013
 Selected County: Perry County
 Selected Unit: Tell City Public Library
 Select Fund:

0101 - GENERAL

(This form is to be prepared for all funds for which a property tax levy will be requested on the Form 4B.)

Line 2	
APPROPRIATIONS	
1. Current Year Approved Budget	\$
2. Encumbrances Brought Forward	\$ <input type="text"/>
3. Additional Appropriations (January to June)	\$ <input type="text"/>
4. Other Non-Appropriated Obligations	\$ <input type="text"/>
5. Total Approved Appropriations	\$
DISBURSEMENTS	
6. January through June Current Year Disbursements	\$ <input type="text"/>
7. Appropriation Balance	\$
8. Reductions July through December	\$ <input type="text"/>
9. Estimated Current Year Expenditures July through December	\$
Line 3	
10. Proposed/Approved Additional Appropriations for July through Dec. of Current Year	
Line 4A	
11. Levy excess not transferred prior to June 30	\$ <input type="text"/>
12. Temporary Loans outstanding as of June 30	\$ <input type="text"/>
What fund loaned the cash on Line 12:	<input type="text"/>
13. Temporary loans not included in Lines 2 or 3	\$
Line 4B	
14. Temp loans to be repaid in the first six months of ensuing year	\$ <input type="text"/>
What fund loaned the cash on Line 14:	<input type="text"/>
Line 6	
15. June 30 Cash Balance, including investments	\$ <input type="text"/>



Gateway – Debt Worksheet



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[Select Unit](#) > [Unit Main Menu](#) > [Budget Form Menu](#) > **Debt Worksheet**

Selected Year: 2013 | Selected Unit: Perry County - 0179 Tell City Public Library, Perry Co.

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DEBT WORKSHEET

Selected Year: 2013

Selected County: Perry County

Selected Unit: Tell City Public Library

Select Fund:

(This form is to be prepared for each debt service fund that requires either a tax rate or an appropriation. Debt service funds designated by an "8" in the third digit of the fund code.)

Name of Issue	Line 2 Due	Line 2 Amount	Line 1 Due	Line 1 Amount	Line 11 Due	Line 11 Amount
<u>Anticipated Debt Service</u>		\$ 0		\$ 0		\$ 0
TOTALS BY FUND		\$ 0		\$ 0		\$ 0
TOTALS BY UNIT		\$ 0		\$ 0		\$ 0



Gateway – Debt Worksheet

Date	Period Total	Trustee Fee	Lease Pmts.	Federal Tax Crdts.	Total	Line 2 07/01/2012 to 12/31/2012	Line 1 01/01/2013 to 12/31/2013	Line 11 01/01/2014 to 06/30/2014
7/01/2007	54,807				54,807	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1/01/2008	58,010				58,010	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7/01/2008	57,260				57,260	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1/01/2009	56,510				56,510	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7/01/2009	60,760				60,760	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1/01/2010	54,916				54,916	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7/01/2010	59,166				59,166	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1/01/2011	58,323				58,323	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7/01/2011	57,468				57,468	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1/01/2012	61,613				61,613	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7/01/2012	60,650				60,650	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1/01/2013	59,688				59,688	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7/01/2013	587,000				587,000	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
1/01/2014	57,713				57,713	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
7/01/2014	56,713				56,713	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
1/01/2015	60,713				60,713	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7/01/2015	59,599				59,599	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1/01/2016	58,485				58,485	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7/01/2016	57,358				57,358	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1/01/2017	61,230				61,230	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
TOTALS BY DEBT						\$ 59,688	\$ 644,713	\$ 56,713
TOTALS BY FUND						\$ 59,688	\$ 644,713	\$ 56,713
TOTALS BY UNIT						\$ 59,688	\$ 644,713	\$ 56,713



Gateway – Debt Management

- **Updated version of Debt Management will be launched this summer.**
- **More work needs to be done to make debt reports accurate. Common mistakes have been discovered:**
 - If lease payments are made, debt should be classified as a “Lease” and not a “Bond” or some other kind of debt.
 - All debts should have “Period Total” column completed.
 - Leases should have “Lease Payments” column completed.



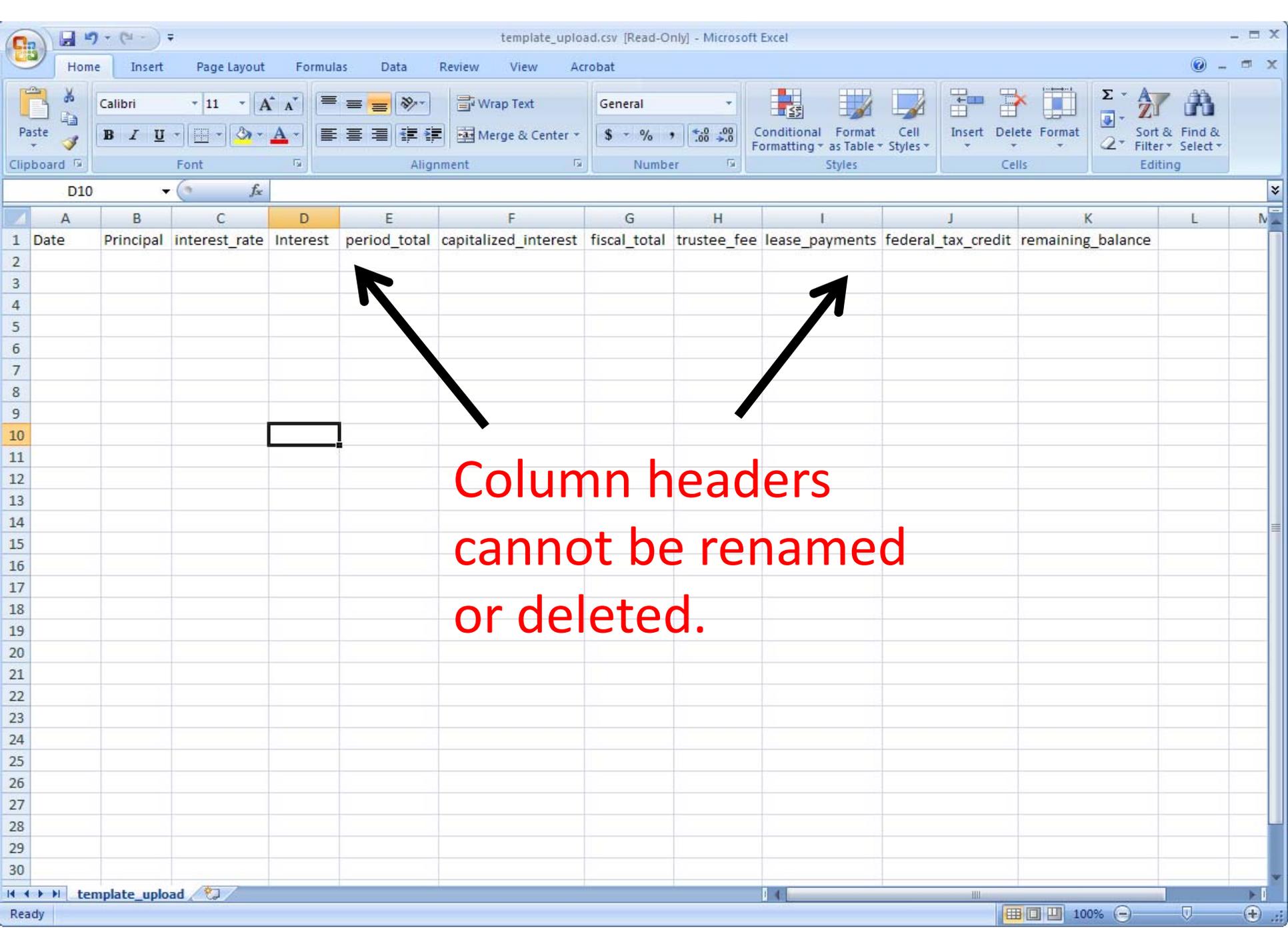
Gateway – Debt Management

- **Five fields are required to successfully complete a debt report in Gateway Debt Management:**
 1. Is this debt exempt from property tax caps?
 2. Is this debt subject to the issuer's debt limit?
 3. Date of Debt Closing
 4. Security on the Debt/Source of Repayment
 5. Amortization Schedule: date, principal, interest, period total, lease payments (if applicable) for all past and future payments



Gateway – Debt Management

- To complete the amortization schedule, you can either do direct data entry or you can upload the information.
- Save often if entering data directly!
- Gateway will only read CSV files uploaded in a particular format. A template is available in Gateway Debt Management as well as at www.in.gov/dlgf/8918.htm.



Column headers
cannot be renamed
or deleted.



Contact the Department

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